



City of Burien

400 SW 152nd St. Suite 300, Burien, WA 98166 (206) 241-4647

BUSINESS LICENSE APPLICATION

The Business License is valid from August 1st through July 31st

1st Time License Fees: \$150 - 40+ employees, \$75 - 0-39 employees, \$30 - Home Occupations

Renewal Fees: \$175 - 40+ employees, \$90 - 0-39 employees, \$35 - Home Occupations

Pro-rated fee for licenses from February 1st - July 31st is 50% of annual fee

ALL BUSINESS LICENSE APPLICATION FEES ARE NON-REFUNDABLE

A. Business Information

Legal Business Name: _____ Unified Business ID (UBI) _____

Doing business as (if different than legal name) _____

Business Address (*do not use building name*) _____ City _____ State _____ Zip Code _____

Number of floors in the building _____ Sq. footage of tenant space _____ Location of business in the Building _____

Business Mailing Address (*if different than business address*) _____ City _____ State _____ Zip Code _____

() _____ () _____
Business Telephone Number Business Fax Number Email Address

Business Owner's Name: _____ Owner's Phone # _____

Business Owner's Address _____ City _____ State _____ Zip Code _____ Owner's D.O.B. _____

Please indicate your type of business. ☐ Sole Proprietorship ☐ Corporation ☐ Partnership ☐ LLC

Nature of business _____

Number of employees: Full-time _____ Part-time _____

Professional License Number _____ (*contractor, cosmetology, masseuse, etc.*)

Health Department Permit Number _____ *Attach a copy of the permit to this application*

Are you claiming Non-Profit or Gov't Status? ☐ Yes ☐ No *If yes, attach proof of non-profit status*

Is your business located within City Limits? ☐ Yes ☐ No *If yes, fill out section B*

() _____
Emergency Contact Phone Number Emergency Contact Name

PLEASE NOTE: Submittal of this application does not indicate approval of your business license. You will be notified when your application has been approved. OPERATING A BUSINESS WITHOUT A CITY BUSINESS LICENSE IS A VIOLATION OF CITY LAW.

I hereby attest that I have not been convicted of a crime which relates directly to the business for which this registration is sought, suffered a civil judgment based upon fraud, misrepresentation, violation of the Washington Consumer Protection Act or similar state or federal statutes, or had any other judgment or cease and desist order or consent degree relating to business activities. I further attest the information provided on this application is true and accurate. I understand my place of business must comply with all City of Burien codes and ordinances and the business license application fee is non-refundable.

SIGNATURE OF APPLICANT

DATE

City of Burien Use Only

Special License Fee	_____	Check Number	_____
Business License Fee	_____	Date Paid	_____
Total Amount Paid	_____	License Number	_____
		Comments	_____

Please continue on next page

B. Business Information for businesses located within Burien city limits.

Approximate date business opened at this address _____

Property Owner Name _____ () _____
Property Owner Telephone Number

Property Owner Mailing Address _____ City _____ State _____ Zip Code _____

Nature of *previous* business (if known) _____ Approx date closed _____

Number of employees: Full-time _____ Part-time _____

Is business operated **from a residence** within City Limits? ☐ Yes ☐ No **If yes, fill out Section C**

C. Business Information for businesses conducted from a residence within Burien city limits.

Please be advised that your property may contain legally binding covenants and/or restrictions governing the uses permitted on a lot or within a residence. The City of Burien is advising applicants to research any private covenants or restrictions prior to filling an application. Violation of private covenants and/or restrictions could result in private parties initiating civil legal action.

- 1 I have been provided a copy of Section 19.17.090 of the Burien Zoning Code and understand its contents. ☐ Yes ☐ No
- 2 Explain in detail the type of home occupation requested. Please include specific information on how the product or service provided is transferred to the client.

- 3 Does your business utilize machinery and/or use or store hazardous substances? ☐ Yes ☐ No
If yes, please describe: _____

- 4 Will there be outdoor storage of materials related to the home occupation? ☐ Yes ☐ No
If yes, please describe: _____

- 5 What is the gross floor area of your dwelling unit and accessory buildings on your lot? _____ sq. ft.
What is the total floor area devoted to home occupation? _____ sq. ft.
- 6 Will there be any activities of the home occupation conducted outside? ☐ Yes ☐ No
If yes, please describe: _____

- 7 Number of employees: Resident _____ Non-resident _____
- 8 Will additional parking areas be provided on site? ☐ Yes ☐ No
If yes, please include a site plan
- 9 Will the home occupation include sales of products or merchandise? ☐ Yes ☐ No
If yes, please explain the nature of the product: _____

- 10 Will customers visit the residence? ☐ Yes ☐ No
If yes, please explain how many customers visit the residence on a daily basis and at what time of day.

- 11 Does the home occupation require the use and/or storage of a vehicle for pick-up of materials or the distribution of products from the site? ☐ Yes ☐ No
If yes, provide vehicle size and capacity information and proposed on-site parking location on the site plan or fill in below.

Please continue on next page

Business Information for businesses conducted from a residence within Burien (cont.).

12 Is there any electrical or mechanical equipment used in the home occupation that result in any of the following:

A change to the fire rating of the structure used?

☐ Yes☐ No

Interference in radio or television receivers or electronic equipment located off-premise?

☐ Yes☐ No

Fluctuations in the line voltage off-premise?

☐ Yes☐ No

13 Will the utility demands of the home occupation for sewer, water, electricity, garbage or natural gas exceed normal residential levels?

☐ Yes☐ No

If yes, please explain: _____

General Conditions for Home Occupation

- (1) Retail sales shall be limited to items produced on site or incidental sales of items associated with a service provided by the Home Occupation.
- (2) Customers visiting the Home Occupation are limited to the hours from 8 am to 8 pm and no more than one customer may be at the residence at any one time and no more than 8 customer visits shall occur in any one day.
- (3) Deliveries to the Home Occupation are permitted only between 8 am and 8 pm.
- (4) The Home Occupation shall not create vibrations, heat, glare, dust, odors or smoke that is discernible at the property lines and is offensive to a reasonable person.
- (5) The Home Occupation shall not create noise exceeding 55 decibels at the property line from 8 am to 8 pm or any noise discernible by the human ear at the property lines from 8 pm to 8 am or noise considered a nuisance under BMC Chap 8.45.
- (6) The Home Occupation shall not change the building occupancy classification of the structure(s) for use by the Home Occupation.
- (7) The Home Occupation shall not use or store hazardous substances in excess of those normally allowed in a residential area under the UBC and UFC.
- (8) The Home Occupation shall not create any electrical, magnetic or other interference off the premises.
- (9) The Home Occupation shall not consume utility quantities that negatively impact the delivery of utilities to the surrounding properties.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct, and that I will report any changes in the conducts of the above described home occupation to the Burien Planning Department no later than five (5) days after such change took place. I agree to comply with the conditions as set forth, including, but not limited to all City Ordinances and State Laws applicable to the business activity.

SIGNATURE OF APPLICANT_____
DATE*(for businesses conducted from a residence within Burien city limits)***City of Burien Use Only****PLANNING DEPARTMENT**☐
☐

Approve

Yes

☐
☐

Deny

No

Was Transportation Impact Fees discussed with applicant?

Parcel Number_____
Zoning District_____
Reviewed By_____
Date_____
Primary Land Use_____
Accessory Land Use(s)_____
Previous Use(s)_____
Dates of previous operation

Permitted Use?

☐ Yes☐ No☐ Legally Non-conforming

Parking and landscaping

☐ Acceptable (incl. non-conforming)☐ Improvements required

Home Occupation Permit Approved?

☐ Yes☐ No☐ N/A

Notes: _____

BUILDING DEPARTMENT☐

Approve

☐

Deny

New Construction Permit #_____
Tenant Improvement Permit #_____
Reviewed By_____
Date_____
Occupancy Permit_____
Occupant Load_____
Occupancy Group

Notes: _____

Fire Department☐

Approve

☐ Deny**Police Department**☐

Approve

☐ Deny**Code Enforcement Officer**☐

Approve

☐ Deny

- D. Maximum Size. *Bed and breakfasts* are limited to three (3) bedrooms for guests. No more than ten (10) people total (including residents) may be accommodated overnight.
- E. Parking. In addition to the required parking for the residential use, one on-site parking space is required for each room that is available for guests.
- F. Employees. One non-resident employee is allowed on the premises at any one time. Occasional services provided by outside contractors, such as yard care or building maintenance, are not counted as non-resident employees.
- G. Events. Meetings and social gatherings, including banquets, weddings, parties, retreats or other gatherings for direct or indirect compensation, are prohibited.
- H. Business License. *Bed and breakfast establishments* are required to obtain a business license from the City Clerk's office.
- I. Signs. Signs for *bed and breakfasts* are subject to the standards in BMC 19.30 Signs, as now in effect, and as may be subsequently be amended. [Ord. 529, 2009, Ord. 355 §1, 2002]

19.17.090 Home occupations

- 1. Purpose. The purpose of the *home occupation* regulations is to encourage flexibility in the work place and promote small-business opportunities in Burien by allowing *home occupations*. The further purpose of the regulations is to protect the residential character of neighborhoods by ensuring that *home occupations* are of a scale and intensity that is compatible with residential areas.
- 2. Home Occupation Types.
 - A. Type A *home occupations* are those that have no employees or customers come to the site and that do not use machinery or use or store *hazardous substances* on the premises. Type A *home occupations* may use equipment commonly found in a single-family home or professional office, such as computers, fax machines and copiers.
 - B. Type B *home occupations* are those that have one employee or any number of customers come to the site, use machinery, such as wood or metal shop tools, or use or store *hazardous substances* on the premises.
- 3. Licensing and Permits Required.
 - A. All *home occupations* (Type A and Type B) are required to obtain a City of Burien business license from the City Clerk's Office.
 - B. Type B *home occupations* are required to obtain a home occupation permit from the Department of Community Development prior to issuance of a business license.
 - C. Home occupation permit procedures:
 - i. *Home occupation* permits are valid for a period of two years. It is the responsibility of the applicant to obtain a permit every two years.

- ii. Permits for *home occupations* that utilize machinery and/or use or store *hazardous substances* shall obtain approval from the Building Official and Fire Marshall.
 - iii. Inspection may be required prior to the issuance of a *home occupation* permit or as necessary to ensure compliance with applicable codes and conditions of the permit.
 - iv. Upon approval of a Type B *home occupation* permit, the Department of Community Development shall issue a notice to residents abutting and across the *street* from the *home occupation* and within 300 feet along the *street* in both directions. The notice shall describe the approved *home occupation* and standards by which it must operate
 - v. The *Director* shall take appropriate action to enforce the requirements of this section. Failure to comply with the regulations of this section or conditions of the permit may result in the *home occupation* permit being revoked or denial of an application for renewal of the permit.
- D. Type B *home occupations* that have a valid City of Burien business license on April 23, 2002 shall be required to obtain a *home occupation* permit within 2 years. If the Type B *home occupation* does not comply with current standards, it shall be subject to the provisions of BMC 19.55 Non-conformance.
4. Permitted home occupations. Residents of a *dwelling unit* may conduct one or more *home occupation* as *accessory* activities, provided they comply with the standards of this section and are not prohibited by subsection A below or another section of this code. The rationale for restricting the specific *uses* listed below is based on the goals and policies of the comprehensive plan, which generally states that well established residential areas should be protected from encroachment of non-residential *uses* that may be detrimental to those residential areas. The following *uses* are inconsistent with the goals and policies of the comprehensive plan and are restricted due to incompatibilities including but not limited to noise generation, visual appearance, odor and traffic impacts that are detrimental to residential areas:
- A. Prohibited home occupations.
- i. Automobile, truck and *heavy equipment* repair, body work or painting
 - ii. Large or small engine repair
 - iii. Large appliance repair
 - iv. Parking and storage of *heavy equipment* or vehicles
 - v. Storage of building materials for use on other properties
 - vi. Headquarters or dispatch centers where more than one employee comes to the *site* and are dispatched to other locations
 - vii. Commercial *kennels*, cateries and stables
 - viii. Commercial painting
 - ix. *Religious facilities* (see BMC 19.15 for specific zoning requirements)

5. Standards for operation of a *home occupation*:

- A. Size. The total area devoted to all *home occupation(s)* shall not exceed 25 percent of the combined *gross floor area* of the primary residence and permitted *accessory buildings*, provided the floor area must be enclosed within a *building* to be counted.
- B. Location. *Home occupations* may be conducted in the primary residence or a permitted *accessory building*. All the activities of the *home occupation(s)* shall be conducted indoors, except for those related to growing or storing of plants used by the *home occupation(s)*. Exterior storage, display or repair of goods or equipment related to *home occupation(s)* is prohibited.
- C. Employees. *Home occupations* shall have no more than one nonresident employee on the premises at any one time.
- D. Parking. In addition to required parking for the *dwelling unit*, on-site parking shall be provided as follows:
 - i. One stall for a nonresident employee that will work on the premises; and
 - ii. One stall for customers when services are rendered on-site.
- E. Retail Sales. Retail sales shall be limited to items produced on *site* or incidental sales of items associated with a service provided by the *home occupation*.
- F. Customers. Customer visits to *home occupations* are limited to the hours from 8 a.m. to 8 p.m. No more than one customer may be at the residence at any one time and no more than 8 customer visits shall occur in any one-day. For the purpose of this section, one customer may consist of more than one person, such as a *family*.
- G. Vehicles. The *home occupation(s)* may use or store one (1) vehicle for pickup or delivery of materials used by the *home occupation(s)*, provided:
 - i. Such vehicle shall not park on adjacent *streets* or within any required *setback* areas of the *lot*, with the exception of the driveway; and
 - ii. Such vehicle shall not exceed a gross vehicle weight rating of 10,000 pounds or capacity of one ton or similarly sized vehicle. The *Director* shall have the final determination authority on vehicle size and should consider potential impacts to the residential character of the neighborhood and/or surrounding properties.
- H. Deliveries to the *home occupation(s)* are permitted between 8 a.m. and 8 p.m. Vehicles used to deliver goods to the *home occupation* are limited to passenger vehicles, mail carriers and express carriers, such as UPS.
- I. Operation of the *home occupation(s)* shall comply with all applicable regulations, including but not limited to the Burien Municipal Code, Uniform Building Code and Uniform Fire Code, and shall not:
 - i. Create vibrations, heat, glare, dust, odors or smoke that is discernible at the *property lines* and is offensive to a reasonable person;

- ii. Create noise exceeding 55 decibels at the *property line* from 8 a.m. to 8 p.m. or any noise discernible by the human ear at the *property lines* from 8 p.m. to 8 a.m. or noise considered a nuisance under BMC Chapter 8.45;
 - iii. Change the *building* occupancy classification of the *structure(s)* used for the *home occupation(s)*;
 - iv. Use or store *hazardous substances* in excess of those normally allowed in a residential area under the Uniform Building Code and Uniform Fire Code.
 - v. Create any electrical, magnetic or other interference off the premises; or
 - vi. Consume utility quantities that negatively impact the delivery of utilities to surrounding properties.
- J. Residential Character. Internal or external alterations that make the property appear less residential in character are not allowed. Examples of such changes may include paving of *setbacks*, constructing large parking areas visible from the *street* or neighboring properties and commercial type lighting. Use of commercial mobile offices are not allowed.
- K. Signs. Signage for *home occupations* is subject to the standards in BMC 19.30.050. [Ord. 523 § 1, 2009]

6. Exceptions.

- A. Telecommuting is not classified as a *home occupation* and is not subject to the regulations of this section. For the purpose of this section, telecommuting is work done from home on a part-time basis for a business that is based off the premises. Telecommuting does not allow for non-resident employees or customer visits.
- B. *Bed and breakfast establishments* are not subject to the regulations of this section. Regulations for *bed and breakfast establishments* are in section 19.17.080.
- C. *Family daycare homes* are not subject to the regulations of this section. Regulations for *family daycare homes* are located in chapter 19.15 Use Zone Charts.
- D. Garage sales, yard sales, temporary home boutiques or bazaars for handcrafted items, parties for display of domestic products, and other such *uses* are not subject to the regulations of this section, provided that any such *use* does not exceed three (3) days in duration and does not operate more than nine (9) days in a calendar year. [Ord. 355 §1, 2002]

19.17.100 Keeping of Animals

- 1. Purpose. The raising, keeping and breeding of animals are sources of enjoyment, recreation and learning for Burien residents. The purpose of this section is to establish regulations for the keeping of animals in residential areas that will enhance and preserve compatibility between neighboring properties, minimize nuisances and disturbances caused by animals, minimize the impact of *livestock* on the environment and prevent cruelty to animals.
- 2. Permitted accessory use. The raising, keeping and breeding of *small animals*, bees and *livestock* are allowed as an *accessory use* to residential uses in any zone or as an *accessory use* to any permitted *use* in a *residential zone*, subject to the regulations of this section and BMC Title 6, Animals.